



**Department of Agriculture
State of Hawaii**

Title: Available Funds to Solely Enhance the Competitiveness of Hawaii Specialty Crops by Facilitating Export through Postharvest Treatment

Agency: Hawaii Department of Agriculture (HDOA)
Agricultural Development Division
Market Development Branch

Action: Announcement of Request for Proposals (RFP) to Facilitate the Export of Hawaii Specialty Crops through Postharvest Treatment (POSTHARVEST14)

Description:

The Specialty Crops Competitiveness Act of 2004 authorizes the United States Department of Agriculture (USDA) to make grants available to provide assistance for specialty crops. The Food, Conservation, and Energy Act of 2008 (Farm Bill) amended the Specialty Crops Competitiveness Act of 2004 and authorized the USDA to provide grants to States for each of the fiscal years 2008 through 2012 to enhance the competitiveness of specialty crops. These grants are to be utilized by state departments of agriculture solely to enhance the competitiveness of specialty crops.

The purpose of this project is to develop a program that brings together export ready Hawaii farmers and postharvest technology to establish pest risk reduction protocols to facilitate the export of Hawaii specialty crops. For this purpose, the HDOA announces the availability of \$72,000.00 in Specialty Crop Block Grant Program funds for proposals to accomplish the goals stated in this POSTHARVEST14 RFP.

Hawaii is the only state under a full federal fruit fly quarantine which impedes Hawaii specialty crop farmers' ability to maximize their economic potential by limiting the crops that can be sold outside the state. The proposals submitted in response to this RFP should demonstrate a realistic work plan to facilitate the export of Hawaii specialty crops through the application of irradiation as a postharvest treatment.

Hawaii's first commercial irradiation facility, which is located on Hawaii Island, was certified in August 2000 for the export of fresh Hawaii tropical fruit products to U.S. mainland markets. Hawaii's second commercial irradiator, which is located on Oahu, was certified in December 2013. Both facilities increase the potential for Hawaii farmers of diversified specialty crops to consider exporting as a source of revenue.

This RFP seeks a contractor to work with the agricultural industry to identify at least 14 fruits and/or vegetables on the approved list for movement outside Hawaii that are best positioned for irradiation as a postharvest treatment and establish the protocols to use irradiation to allow export of the 14 fruits and/or vegetables selected.

The project should be completed in 18 months.

Proposals must include an inception plan to conduct at least two outreach meetings (one on Hawaii Island and one on Oahu), site visits, phone and/or email contact with at least 30 stakeholders to begin developing dose mapping standards for each selected commodity and to establish the farmers' role in preparing a "clean" product (no dirt, washed, pass visual inspection). Feedback must be collected from at least 20 stakeholders regarding the potential to export the fruits and/or vegetables selected for irradiation. Proposals must include a completion plan with similar outreach to share the results with the participants and make the results readily available to other interested stakeholders statewide.

The closing date and time for receipt of proposals under this RFP is **4:30 p.m. on Monday, April 7, 2014**. Proposals received after this deadline will not be processed by staff or reviewed by the evaluation committee.

Contact Information:

Offerors and other interested parties are encouraged to contact Sharon Hurd, Market Development Branch, by phone (808) 973-9465 or email Sharon.k.hurd@hawaii.gov.

Offerors must submit either:

- 1) **Via email, a completed electronic proposal in MS word format** and a scanned signed endorsement statement (see page 11) to sharon.k.hurd@hawaii.gov by **4:30 p.m. on April 7, 2014**; or
- 2) **Via hand-delivery or US mail, a completed application packet** and a signed endorsement statement (see page 11), **postmarked by or hand-delivered** to this address by **4:30 p.m. on April 7, 2014**.

Hawaii Department of Agriculture (HDOA)
POSTHARVEST14
Agricultural Development Division
1428 South King Street
Honolulu, HI 96814-2512

Eligible Grant Applicants:

Proposals are encouraged from eligible non-profit and for-profit entities with strong relationships with the farming community, experience with postharvest treatment, and familiarity with exporting of Hawaii specialty crops. Submissions will be limited to one proposal per entity.

Eligibility will include compliance that addresses that the applicant has 1) Tax Clearance from the Department of Taxation and the Internal Revenue Service; 2)

Certificate of Compliance from the Department of Labor and Industrial Relations and; 3) Certificate of Good Standing from the Department of Commerce and Consumer affairs. HDOA will verify eligibility upon award. The Offeror must be compliant at the time of the award and will be deemed ineligible if HDOA is unable to verify compliance at the time of award.

Pursuant to §103D-328, HRS, the Offeror shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. It must be valid on the date it is received by the SPO.

The tax clearance certificate shall be obtained on the State of Hawaii, DOTAX *TAX CLEARANCE APPLICATION* Form A-6 (Rev. 2003) which is available at the DOTAX and IRS offices in the State of Hawaii or the DOTAX website, and by mail or fax:

DOTAX Website (Forms & Information):

http://www.hawaii.gov/tax/a1_1alphalist.htm

DOTAX Forms by Fax/Mail: (808) 587-7572
1-800-222-7572

Completed tax clearance applications may be mailed, faxed, or submitted in person to the Department of Taxation, Taxpayer Services Branch, to the address listed on the application. Facsimile numbers are:

DOTAX: (808) 587-1488
IRS: (808) 539-1573

The application for the clearance is the responsibility of the Offeror, and must be submitted directly to the DOTAX or IRS and not to the SPO. However, the tax clearance certificate shall be submitted to the SPO.

HRS Chapters 383 (Unemployment Insurance), 386 (Workers' Compensation), 392 (Temporary Disability Insurance), and 393 (Prepaid Health Care) requirements for award. Instructions are as follows:

Pursuant to §103D-310(c), HRS, the Offeror shall be required to submit a certificate of compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR). The certificate is valid for six (6) months from the date of issue and must be valid on the date it is received by the SPO. A photocopy of the certificate is acceptable to the SPO.

The certificate of compliance shall be obtained on the State of Hawaii, DLIR *APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR*, Form LIR#27 which is available at <http://hawaii.gov/labor/formsall.shtml> or at the neighbor island DLIR District Offices. The DLIR will return the form to the Offeror who in turn shall submit it to the SPO.

The application for the certificate is the responsibility of the Offeror, and must be submitted directly to the DLIR and not to the SPO. However, the certificate shall be submitted to the SPO.

Compliance with Section 103D-310(c), HRS, for an entity doing business in the State. The Offeror shall be required to submit a *CERTIFICATE OF GOOD STANDING* (Certificate) issued by the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division (BREG). The Certificate is valid for six months from date of issue and must be valid on the date it is received by the SPO. A photocopy of the certificate is acceptable to the SPO.

To obtain the Certificate, the Offeror must first be registered with the BREG. A sole proprietorship, however, is not required to register with the BREG, and therefore not required to submit the certificate.

On-line business registration and the Certificate are available at www.BusinessRegistrations.com. To register or to obtain the Certificate by phone, call (808) 586-2727 (M-F 7:45 to 4:30 HST). Offerors are advised that there are costs associated with registering and obtaining the Certificate.

Final Payment Requirements. Contractor is required to submit a tax clearance certificate for final payment on the contract. A tax clearance certificate, not over two months old, with an original green certified copy stamp, must accompany the invoice for final payment on the contract.

Hawaii Compliance Express. Alternately, instead of separately applying for these certificates at the various state agencies, vendors may choose to use the Hawaii Compliance Express (HCE), which allows businesses to register online through a simple wizard interface at <http://vendors.ehawaii.gov> to acquire a "Certificate of Vendor Compliance." The HCE provides current compliance status as of the issuance date. The "Certificate of Vendor Compliance" indicating that vendor's status is compliant with the requirements of §103D-310(c), HRS, shall be accepted for both contracting purposes and final payment. Vendors that elect to use the new HCE services will be required to pay an annual fee of \$15.00 to the Hawaii Information Consortium, LLC (HIC). Vendors choosing not to participate in the HCE program will be required to provide the paper certificates as instructed in the sections previous to this one.

Timely Submission of all Certificates. The above certificates should be applied for and submitted to the SPO as soon as possible. If a valid certificate is not submitted on a timely basis for award of a contract, an offer otherwise responsive and responsible may not receive the award.

Eligible Grant Projects:

Proposals must detail plans to accomplish the goals outlined above and listed again below:

- Identify at least 14 fruits and/or vegetables on the approved list for movement outside Hawaii that are best positioned for export through

irradiation as a postharvest treatment and establish the protocols to use irradiation to allow export of the 14 fruits and/or vegetables selected;

- Conduct outreach at the inception of the project via at least two meetings (one on Hawaii Island and one on Oahu), site visits, phone and/or email contact with at least 30 stakeholders to begin developing dose mapping standards for each of the selected commodities taking into account box sizes and weight;
- Establish the farmers' role in preparing a "clean" product (no dirt, washed, pass visual inspection)
- Collect feedback from at least 20 stakeholders regarding the potential for export of the fruits and/or vegetables selected for irradiation;
- Conduct similar outreach at the conclusion of the project to share results with the participants and make the results readily available to interested stakeholders statewide; and
- Complete the project in 18 months.

State Priority Categories/Preference:

Project proposals and goals should focus on the following state priority categories where preference will be for proposals that:

- Provide irradiation postharvest protocols for more than 14 fruits and/or vegetables;
- Demonstrate statewide outreach and ability to work directly with producers statewide;

Funds will be awarded for projects that will be completed within 18 months after contract execution. Project funds will likely be available mid-May 2014.

Project Oversight:

HDOA's Market Development Branch (MDB) will directly oversee the planning and implementation of the project.

Restrictions and Limitations of Funds:

- Political and lobbying activities;
- Capital expenditures for general purpose equipment, buildings, and land unallowable as direct and indirect charges;
- Capital expenditures for special purpose equipment over \$5,000 need prior approval;
- Rental costs of buildings and equipment allowable; and
- Fund any activities prohibited in state procurement code, Hawaii Revised Statutes (HRS) Chapter 103D.

Application Guidelines:

A complete application must show how funds will be utilized to meet the goals of the RFP.

1. Proposals should be typed, single spaced, 12 pitch, black Calibri font, and with one inch margins.
2. Each page should be numbered, with applicant's name on the header.
3. The recommended page limit for the proposal is eight pages.

4. Submit either one completed electronic version of the application packet (in MS Word Format) including a signed endorsement page submitted to Sharon.k.hurd@hawaii.gov or one completed original application packet including signed endorsement page mailed to the Hawaii Department of Agriculture (HDOA).
5. The application packet should also include documentation showing the applicant is **compliant** as described in the "Eligible Grant Applicants" section above which includes the option to register with Hawaii Compliance Express. <http://vendors.ehawaii.gov/hce/splash/welcome.html>
6. Include the Contact and Title page (page 12) and signed Endorsement Statement (see page 11).

Project Description:

Proposals would describe a plan that includes, but is not limited to the deliverables listed in the Eligible Grant Projects section.

POSTHARVEST14 funds will be awarded to one project, maximum budget of \$72,000, which will be completed within 18 months after contract execution.

Application Format:

The application shall include the following:

1. Contact Information (page 12 attached)
 - Primary contact: Name and Title:
Company (non-profit or for-profit entity):
Address:
Phone:
E-mail:
Web Address:
 - Alternate contact: Name and Title:
Company (non-profit or for-profit entity):
Address:
Phone:
E-mail:
Web Address:
2. Project Title and Abstract
 - Title of project:
 - Start and complete dates:
3. Experience and Qualifications
4. Expected Measurable Outcomes
5. Work Plan
 - Identify the activities necessary to accomplish project objectives.
 - Indicate who will do the work for each activity.
 - Include timelines for accomplishing each activity.

6. Budget Narrative

Provide sufficient information in paragraph text about the budget categories listed for each project to demonstrate that grant funds are being expended on eligible grant activities that meet the purpose of the program.

Should these items be included in the budget, the narrative should describe:

- Personnel
 - Provide name and service being provided;
 - Include that this cost is based on a flat fee or an hourly rate.
- Travel
 - Destination, purpose of trip, # of people traveling, # of days traveling, estimated airfare costs, estimated ground transportation costs, estimated lodging and meal costs, estimated mileage costs, total.
- Equipment – one year useful life and cost of \$5,000 or more
 - Provide an itemized list of rentals or purchases;
 - Provide a brief narrative on the intended use;
 - Provide the cost.
- Supplies – cost under \$5,000
 - Provide an itemized list;
 - Estimate the dollar amount for each item.
- Contractual
 - Project manager fee can be shown in this category stated as a flat fee or as an hourly rate;
 - Provide a short description of the services each contract covers;
 - When possible, break out the specific costs associated with the contract;
 - Include the flat rate fee or the total hourly rate fee for each contract;
- Other – provide description and costs
- Total

Budget Table

Item/Activity	POSTHARVEST14 funds	In-kind match (if applicable)	Comments
Personnel			
Travel			
Equipment			
Supplies			
Contractual			
Other - specify			
TOTAL			

7. Project Oversight

- Who will oversee the project activities?
- How will oversight be performed? Include timelines.

8. Project Commitment

- Describe how all partners commit to and work toward the goals and outcome measures of the proposed project.
- Identify who supports this project.

9. References

- Include all necessary and supporting references.

10. Endorsement Statement (page 11)

- Include endorsement language in application and sign.

Evaluation Review Process:

Each proposal will be evaluated by an evaluation committee that meets requirements of the RFP. Proposals will be evaluated strictly on a merit basis according to the following criteria:

• Measurable Outcomes	35 percent
• Work plan (activities necessary)	35 percent
• Project oversight and commitment to complete the project	15 percent
• Budget	15 percent

Proposals will be evaluated by members of the evaluation committee. A numerical score sheet shall be used for all proposals by each member of the evaluation committee. For each proposal, panel members will assign a point value and after all reviewers have evaluated and scored each of the proposals, the scores for the entire committee will be averaged to determine a proposal's final score. The proposal receiving the highest score will be recommended for funding and presented to the Chairperson, Board of Agriculture, who will make the final determination.

Contractual Terms and Conditions:

Offerors awarded funds will contract with the Hawaii Department of Agriculture (HDOA) as an independent contractor, and shall agree to comply with all terms and conditions set forth in AG-008 103D General Conditions, issued by the State's Attorney General's Office. To view a full copy of the State Attorney General's Office General Conditions, please go to: <http://hawaii.gov/forms/internal/departments-of-the-attorney-general/103d/view>

Contract Reports:

Successful offerors under the Agriculture Development and Food Security Special Fund will be required to credit the HDOA in any presentation, materials covered or property rights issues under this funding. Additionally, successful offerors must submit progress and financial reports periodically upon request and submit a final project and a financial report not later than 45 days upon completion of the project. The HDOA will withhold 20 percent of the awarded funds until a final report is submitted, reviewed and approved.

Contract Extensions:

One three-month extension will be considered.

Pre-Proposal Conferences:

No pre-proposal conferences are scheduled for this RFP.

Priority-listed Offerors:

In accordance with HAR §3-122-53, discussions may be conducted with “priority listed offerors”, however, the Hawaii Department of Agriculture (HDOA) may accept proposals without discussion.

Acknowledgement of Proposals:

Receipt of proposals will be acknowledged to the respective offeror by e-mail or fax, whenever possible. Therefore, offerors shall provide an e-mail address and/or fax number in the proposal. There will be no notification of late, incomplete and unqualified proposals.

Confidentiality:

The name of offerors, the names of individuals identified in the proposals, the content of proposals, and the committee evaluations of proposals will all be kept confidential during the evaluation process, except to those involved in the evaluation and award process. Once the award is made, the proposal, contract, and contract file shall become public information. It is highly recommended that offerors designate any portion of their proposal as “confidential” or containing “trade secrets” or any other proprietary data. In accordance with HAR §3-122-58, such information shall be marked and readily separable from the rest of the proposal, in order to facilitate public access to the non-confidential portion of the proposal.

Right to a Debriefing:

Pursuant to HAR §3-122-60, a debriefing is provided to any non-selected offerors to inform them of the basis for the source selection decision and contract award.

A written request for debriefing shall be made within three (3) working days after the posting of the award of the contract. The procurement officer or designee shall hold the debriefing within seven (7) working days to the extent practicable from the receipt date of written request.

A protest by the requestor submitted pursuant to HRS §103D-303 (h), following a debriefing shall be filed within five (5) working days, as specified in the same section.

Protest:

A protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers. Further provided that a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award of the contract.

The notice of award letter resulting from this solicitation shall be posted on the Procurement Reporting System, which is available on the SPO website:

<http://www.hawaii.gov/spo2/source/>

Any protest pursuant to HRS §103D-701 and HAR §3-126-3, shall be submitted in writing to the Procurement Officer, State Procurement Office (SPO), 1151 Punchbowl Street, Room 416, Honolulu, Hawaii 96813 or P. O. Box 119, Honolulu, Hawaii, 96810-0119.

The HDOA reserves the right to deny any or all proposals received; request additional information on project proposals; recommend partial funding for proposals, and link the release of project funds to completion of necessary, timely progress reports. All grant funding is subject to the availability and receipt of federal funds.

Endorsement Statement:

Please include the following language below in your application and sign off:

I certify that the information provided is true and correct to the best of my knowledge. If approved for the POSTHARVEST14 project, I agree the organization will assume sole responsibility of any and all debts or liabilities that may be incurred from this project; and will provide the required documentation to HDOA upon request. I understand that if this proposal is funded, I will be required to sign a grant agreement and other necessary documentation containing terms and conditions upon which funds will be released.

Signature

Date

Title

CONTACT AND TITLE PAGE
Facilitating the Export of Hawaii Specialty Crops
Through Postharvest Treatment

Title of Project:

Amount Requested: _____

Applicant and Alternate Contact Information:

Primary contact:
Name and Title:

Alternate contact:
Name and Title:

Business Entity:

Business Entity:

Address:

Address:

Phone:

Phone:

E-mail:

E-mail:

Web Address:

Web Address:

State tax ID _____

Federal Tax ID _____

Project Partners (Name and Title):